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OFFICE OF TRAINING

Operations School

Headquarters Training

RECORDS OFFICERS COURSE NO. 33 (ROC)

30 August - 3 September 1965

Room 1A13 Headquarters

STUDENT OBJECTIVES

1. To learn the role that records play in the discharge by the Agency of the responsibilities inherent in its CS mission.
2. To gain an appreciation of records and proper records management in the successful performance of the Agency's CS mission.
3. To understand the inter-relationship between the CS mission and records and to sharpen judgement in the handling and disposition of records.

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Chief Instructor
Ext. 2141

25X1A

Group I
Excluded from automatic
downgrading and
declassification

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Monday, 30 August 1965

0830 - 0900	Registration and Administration
0900 - 0930	CS Mission and Records
0940 - 1040	The Records Officer and His Responsibilities
1050 - 1300	Records Terminology

Tuesday, 31 August 1965

0830 - 0900	Reading
0900 - 1000	Interagency Source Register (ISR)
1010 - 1100	Review, Analysis and Classification
1110 - 1220	The 201 System
1230 - 1300	Sensitive Documents

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Wednesday, 1 September 1965*


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0830 - 0900 Reading
0900 - 1050 Summary - RID Responsibilities in
the CS Records System
1100 - 1300 Destruction Procedures and RO
Responsibilities

Thursday, 2 September 1965

0830 - 0900 Reading - Submit Questions for
Friday Question and Answer Period
0900 - 1150 Handling of Records at the Headquarters
Desk, Including Destruction
1200 - 1300 Introduction to Practical Exercise

Friday, 3 September 1965

0830 - 1030 Practical Exercise - Destruction
1040 - 1110  System Developments
1120 - 1230 Question and Answer Period - Panel
1230 - 1300 Final Administration

*Students who have not taken the RID Tour are required to do so on Wednesday, 1 September 1965. The tour will be conducted from 1400 - 1600 and will start from the classroom promptly at 1400.

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